

RQ1 – RUNNING THE PROGRAM DISBURSEMENT ACTIVITY REPORT

Overview:	This guide instructs General Ledger Reporters how to generate the Program Disbursement Activity Report.
Module:	Commitment Control (KK)
Roles:	General Ledger Reporter

Section 1: Produce report in PDF output for detail expenditures.

Step 1: Navigate to the Program Disbursement Activity Report

- 1) Navigation: Main Menu > FI\$Cal Processes > FI\$Cal Report > GL Reports > Program Disbursement Activity
- 2) Click the **Add a New Value** tab.
- 3) Enter the **Run Control ID***. This will be used to store the request parameters for future use. Run Control ID is a user defined value. *If the Run Control ID was previously established, select it from the **Find an Existing Value** tab.
- 4) Click **Add**

The screenshot shows the 'Program Disbursement Activity' report interface. At the top, a breadcrumb trail reads: 'Favorites > 1 Main Menu > FI\$Cal Processes > FI\$Cal Report > GL Reports > Program Disbursement Activity'. Below this is the 'FI\$Cal' logo. The main heading is 'Program Disbursement Activity'. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected and marked with a red '2'. Below the tabs is a text input field for 'Run Control ID' containing the value 'rpt_8860', marked with a red '3'. At the bottom left is an 'Add' button, marked with a red '4'.

Step 2: Enter the following required fields:

- 1) ***Business Unit**
- 2) ***Exp/Rev Ledger Group**
- 3) ***Fiscal Year**
- 4) ***To Period**

Note: The *Exp/Rev Ledger Group* parameter for this section will be ledger group *CC_Detail* for expenditures and encumbrances. The report delivers cumulative data up through the last day of the *To Period*.

Program Disbursement Activity

Run Control ID rpt_8860 Report Manager Process Monitor

*Business Unit	<input type="text" value="8860"/>		1
*Exp/Rev Ledger Group	<input type="text" value="CC_DETAIL"/>		2
Budget Ledger Group	<input type="text" value="CC_APPROP"/>		
*Fiscal Year	<input type="text" value="2017"/>		3
*To Period	<input type="text" value="9"/>		4

☐ Include Adjustment Period(s) ☐ Include Pre-Encumbrance

☐ Include Resource Category & Sub Category ☐ Excel Template

Step 3: Select from the following optional fields:

- 1) Budget Ledger Group** parameter will return budgetary data at the appropriation level (CC_APPROP) or at the department operating budget level. CC_DEPEXP# will deliver operating budget designations set by individual department customizations for expenditures and encumbrances.
- 2) Include Adjustment Period(s)** will return data for period 998 adjustments for year-end accruals.
- 3) Include Resource Category & Sub Category** returns lower level detail from project costing module.
- 4) Include Pre-Encumbrance** will include data for requisitions from the procurement module.
- 5) Excel Template** will data dump into an Excel file for external customization.

Note: See Section 3 for *Excel Template* output.

Step 3: Select from the following optional fields:

Program Disbursement Activity

Run Control ID rpt_8860 Report Manager Process Monitor

*Business Unit 🔍

*Exp/Rev Ledger Group 🔍 Budget Ledger Group 🔍 **1**

*Fiscal Year 🔍 *To Period 🔍

☐ Include Adjustment Period(s) **2** ☐ Include Pre-Encumbrance **4**

☐ Include Resource Category & Sub Category **3** ☐ Excel Template **5**

Step 4: Enter *Budget Selection Criteria*:

- 1) Group By** enables fields to define a specific Chartfield value.
- 2) Order** allows for user to define the order of appearance for Chartfield values
- 3) Chartfield Value** allows user to define or include all Chartfield values.

Step 4: Enter *Budget Selection Criteria*:

Program Disbursement Activity

Run Control ID rpt_8860 Report Manager Process Monitor

*Business Unit

*Exp/Rev Ledger Group Budget Ledger Group

*Fiscal Year *To Period

☐ Include Adjustment Period(s) ☐ Include Pre-Encumbrance

☐ Include Resource Category & Sub Category ☐ Excel Template

Budget Selection Criteria

Group By 1	2 Order▼	ChartField Name	Condition Type	ChartField Value 3
<input checked="" type="checkbox"/>	<input type="text" value="4"/>	Program	Begin with ▼	6770%
<input checked="" type="checkbox"/>	<input type="text" value="3"/>	Appropriation Reference	Begin with ▼	001%
<input checked="" type="checkbox"/>	<input type="text" value="2"/>	Year of Enactment	Begin with ▼	2017%
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	Fund	Begin with ▼	0001%
<input type="checkbox"/>		Service Location	Begin with ▼	%
<input type="checkbox"/>		Source Type	Begin with ▼	%
<input type="checkbox"/>		Account	Begin with ▼	%
<input type="checkbox"/>		PC Business Unit	Begin with ▼	%
<input type="checkbox"/>		Budget Period	Begin with ▼	%
<input type="checkbox"/>		Activity	Begin with ▼	%
<input type="checkbox"/>		Reporting Structure	Begin with ▼	%
<input type="checkbox"/>		Project	Begin with ▼	%
<input type="checkbox"/>		Agency Use	Begin with ▼	%

Step 5: Submit Report for Processing

1) Click the **Run** button to display the **Process Scheduler Request**.

Program Disbursement Activity

Run Control ID rpt_8860 Report Manager Process Monitor

1 **Run**

*Business Unit 8860

*Exp/Rev Ledger Group CC_DETAIL Budget Ledger Group CC_APPROP

*Fiscal Year 2017 *To Period 9

☐ Include Adjustment Period(s) ☐ Include Pre-Encumbrance

☐ Include Resource Category & Sub Category ☐ Excel Template

Step 5: Submit Report for Processing

- 2) Select the Program Disbursement Activity **check box** on the **Process List**.
- 3) Click **OK**.

Process Scheduler Request

User ID 10001261 Run Control ID rpt_8860

Server Name **PSUNX** Run Date 05/25/2018
Recurrence Recurrence Run Time 1:51:50PM
Time Zone Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Program Disbursement Activity	ZZ_GL_PGMDIS	BI Publisher	Web	PDF	Distribution

2

3

OK Cancel

Step 6: Validate successful & posted status of report.

1) Click the **Process Monitor**.



2) Click the **Refresh** button until the status of the process instance is "Success & Posted".

3) Select the **Go back to Program Disbursement Activity** link.

Process List Server List

View Process Request For

User ID 10001261 Type [v] Last [v] 1 Days [v] **Refresh** 2

Server [v] Name [v] Instance [v] to [v]

Run Status [v] Distribution Status [v] ☒ Save On Refresh

Process List Personalize | Find | View All | [v] [v] First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2661921		BI Publisher	ZZ_GL_PGMDIS	10001261	05/25/2018 1:51:50PM PDT	Success	Posted	Details

Go back to Program Disbursement Activity 3

Step 7: Retrieve report from *Report Manager*.

- 1) Click the **Report Manager** link.

Program Disbursement Activity

Run Control ID rpt_8860

1 [Report Manager](#) Process Monitor

- 2) Select the **ZZ_GL_PGMDIS – ZZ_GL_PGMDIS.pdf** link on the **Report List**.

List Explorer Administration Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports Personalize Find View All

Report 2	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 ZZ_GL_PGMDIS - ZZ_GL_PGMDIS.pdf	ZZ_GL_PGMDIS - ZZ_GL_PGMDIS.PDF	General	06/04/18 7:52AM	2767367	2742838

Step 7: Retrieve report from *Report Manager*.

3) Select **ZZ_GI_PGMDIS.pdf** link under the **File List**

Report			
Report ID	2809980	Process Instance	2783581
Name	XMLP	Process Type	XML Publisher
Run Status	Success		
ZZ_GI_PGMDIS - ZZ_GI_PGMDIS.pdf			
Distribution Details			
Distribution Node	PSUNX	Expiration Date	06/18/2018
File List			
Name		File Size (bytes)	Datetime Created
ZZ_GI_PGMDIS.pdf	3	25,998	06/11/2018 12:42:34.394202PM PDT
ZZ_PRG_DISTB 2783581.xml		140,921	06/11/2018 12:42:34.394202PM PDT
Distribute To			
Distribution ID Type	*Distribution ID		
User	10018751		

Step 8: The Program Disbursement Activity Report will appear in a PDF format for expenditures.

RPTGL051

FISCAL

Page No: 10

Program Disbursement or Receipt Activity Report

Run Date:05/15/2018

Run Time:18:41:50

BUSINESS UNIT		: 8800 - DEPARTMENT OF FINANCE							
EXP/REV LEDGER GROUP		: CC_DETAIL - CC DETAIL LEDGER							
BUDGET LEDGER GROUP		: CC_APPROP - APPROPRIATION LEDGER							
FISCAL YEAR		: 2017							
PERIOD		: 9							
LEVEL ACCOUNT	ALT ACCOUNT	ACCOUNT DESCRIPTION	BUDGET AMOUNT	CURRENT MONTH	YEAR-TO-DATE	PRIOR YEARS	ENCUMBRANCE	AVAIL. BALANCE	PCT
5322400	0000000000	TRAINING - TUITION & REGISTRAT	-	-	0.52	-	-	-0.52	-
5322500	0000000000	TRAINING - OTHER (GOODS)	-	-	-	-	61.17	-61.17	-
5340510	0000000000	LEGAL - ATTORNEY FEES	-	-	100.55	-	727.03	-827.58	-
5340580	0000000000	CONSULT & PROF SVCS EXTERN OTH	-	458.58	1,822.76	-	2,429.74	-4,252.50	-
5342500	0000000000	INDIRECT DISTRIBUTED COST	-	29,925.83	282,965.16	-	1,849.95	-284,815.11	-
5342800	5342800010	OTHER ALLOCATED OE&E COSTS	-	13,785.41	217,470.04	-	7,842.25	-225,312.29	-
5342800	5342800030	ALLOCATED INFO TECHNOLOGY COST	-	1,135.93	26,171.75	-	3,749.65	-29,921.40	-
TOTAL FOR ACCOUNT LEVEL: 53 - OPERATING EXPENSE EQUIPMENT			-	46,301.34	534,600.54	-	16,659.79	-551,280.33	-
TOTAL:			-	243,574.77	2,365,036.78	-	16,659.79	-2,381,696.57	-
FUND		: 0001 - GENERAL FUND							
ENY		: 2017 - YEAR OF ENACTMENT 2017							
APPROP REF		: 001 - BA STATE OPERATIONSSUPPORT001							
PROGRAM		: 6770037 - LEGISLATION AND INTERGOVERNMEN							
GRAND TOTAL:			22,027,000.00	1,664,016.07	16,189,621.26	-	397,269.70	5,440,109.04	75.30
ASSOCIATE REVENUE			2,600,000.00					2,600,000.00	
GRAND TOTAL WITH ASSOC REV:			24,627,000.00		16,189,621.26		397,269.70	8,040,109.04	

Note: Manually Add

Reimbursement budgets

- o The increase in spending authority provided to the related expenditure budget is limited to the budgeted reimbursement amount –additional reimbursements are permitted, but do not increase spending authority.
- o Scheduled to the same Program as the associated expenditure budget.

Section 2: Produce report in PDF output for detail revenues.

Refer to Steps 1, 5, 6, and 7 in Section 1 for instruction on delivering a report.

The following steps in this section are to deliver revenue and reimbursement information.

Step 1: Enter the following required fields:

- | | |
|--------------------------|---------------------------------|
| 1) *Business Unit | 2) *Exp/Rev Ledger Group |
| 3) *Fiscal Year | 4) *To Period |

Note: The *Exp/Rev Ledger Group* parameter for this section will be ledger group *CC_DTL_REV* for revenues and reimbursements. The report delivers cumulative data up through the last day of the *To Period*.

Step 1: Enter the following required fields:

Program Disbursement Activity

Run Control ID rpt_8860 Report Manager Process Monitor

*Business Unit **1**

*Exp/Rev Ledger Group **2** Budget Ledger Group

*Fiscal Year **3** *To Period **4**

☐ Include Adjustment Period(s) ☐ Include Pre-Encumbrance

☐ Include Resource Category & Sub Category ☐ Excel Template

Step 2: Select from the following optional fields:

- 1) Budget Ledger Group** parameter will return budgetary data at the appropriation level (CC_REV) or at the department operating budget level. CC_DEPREV# will deliver operating budget designations set by individual department customizations for revenues and reimbursements.
- 2) Include Adjustment Period(s)** will return data for period 998 adjustments for year-end accruals.
- 3) Include Resource Category & Sub Category** returns lower level detail from project costing module.
- 4) Include Pre-Encumbrance** will include data for requisitions from the procurement module.
- 5) Excel Template** will data dump into an Excel file for external customization.

Note: See Section 3 for *Excel Template* output.

Step 2: Select from the following optional fields:

Program Disbursement Activity

Run Control ID rpt_8860 Report Manager Process Monitor

*Business Unit 🔍

*Exp/Rev Ledger Group 🔍 Budget Ledger Group 🔍 **1**

*Fiscal Year 🔍 *To Period 🔍

☐ Include Adjustment Period(s) **2** ☐ Include Pre-Encumbrance **4**

☐ Include Resource Category & Sub Category **3** ☐ Excel Template **5**

Step 3: Enter *Budget Selection Criteria*:

- 1) **Group By** enables fields to define a specific Chartfield value.
- 2) **Order** allows for user to define the order of appearance for Chartfield values
- 3) **Chartfield Value** allows user to define or include all Chartfield values.

Program Disbursement Activity

Run Control ID rpt_8860 Report Manager Process Monitor

*Business Unit 🔍

*Exp/Rev Ledger Group 🔍 Budget Ledger Group 🔍

*Fiscal Year 🔍 *To Period 🔍

☐ Include Adjustment Period(s) ☐ Include Pre-Encumbrance

☐ Include Resource Category & Sub Category ☐ Excel Template

Budget Selection Criteria						
Group By	1	2 Order	ChartField Name	Condition Type	ChartField Value	3
<input checked="" type="checkbox"/>		4	Program	Begin with ▼	6770%	🔍
<input checked="" type="checkbox"/>		3	Appropriation Reference	Begin with ▼	001%	🔍
<input checked="" type="checkbox"/>		2	Year of Enactment	Begin with ▼	2017%	🔍
<input checked="" type="checkbox"/>		1	Fund	Begin with ▼	0001%	🔍

Step 4: The Program Disbursement Activity Report will appear in a PDF format for revenues.

RPTGL051		FI\$Cal					Page No: 3			
					Program Disbursement or Receipt Activity Report			Run Date:06/06/2018		
								Run Time:15:52:19		
<hr/>										
BUSINESS UNIT		: 8880 - DEPARTMENT OF FINANCE								
EXP/REV LEDGER GROUP		: CC_DTL_REV - REVENUE DETAIL LEDGER								
BUDGET LEDGER GROUP		: CC_REV - REVENUE BUDGET LEDGER								
FISCAL YEAR		: 2017								
PERIOD		: 9								
LEVEL ACCOUNT	ALT ACCOUNT	ACCOUNT DESCRIPTION	BUDGET AMOUNT	CURRENT MONTH	YEAR-TO-DATE	PRIOR YEARS	ENCUMBRANCE	AVAIL. BALANCE	PCT	
<hr/>										
FUND		: 0001 - GENERAL FUND								
ENY		: 2017 - YEAR OF ENACTMENT 2017								
APPROP REF		: 001 - BA STATE OPERATIONSSUPPORT001								
PROGRAM		: 6770 - STATE BUDGET								
4	4	REVENUES	-2,800,000.00	-	-	-	-	-2,800,000.00	-	
TOTAL FOR ACCOUNT LEVEL: 4 - REVENUES			-2,800,000.00	-	-	-	-	-2,800,000.00	0.00	
TOTAL:			-2,800,000.00	-	-	-	-	-2,800,000.00	0.00	
<hr/>										
48	4810000	4810000000	INTERDEPT REIM - OTH ST DEPT	-	-11,634.00	-266,916.00	-	-	266,916.00	-
TOTAL FOR ACCOUNT LEVEL: 48 - REIMBURSEMENTS			-	-11,634.00	-266,916.00	-	-	266,916.00	-	
TOTAL:			-	-11,634.00	-266,916.00	-	-	266,916.00	-	
<hr/>										
FUND		: 0001 - GENERAL FUND								
ENY		: 2017 - YEAR OF ENACTMENT 2017								
APPROP REF		: 001 - BA STATE OPERATIONSSUPPORT001								
PROGRAM		: 6770028 - SUPPORT AND DIRECTION								
<hr/>										
GRAND TOTAL:			-2,800,000.00	-11,634.00	-266,916.00	-	-	-2,333,084.00	10.27	

Section 3: Produce report in Excel output for detail expenditures.

Refer to Steps 1, 2, 4, 5, 6, and 7 in Section 1 for instruction on delivering a report.

The following steps in this section are to deliver the Excel Template output for expenditures.

Step 1: Select the following optional field:

1) Excel Template will data dump into an Excel file for external customization.

The screenshot shows the 'Program Disbursement Activity' configuration window. At the top, it displays 'Run Control ID rpt_8860' and two buttons: 'Report Manager' and 'Process Monitor'. Below these are several input fields with search icons: '*Business Unit' (8860), '*Exp/Rev Ledger Group' (CC_DETAIL), 'Budget Ledger Group' (CC_APPROP), '*Fiscal Year' (2017), and '*To Period' (9). At the bottom, there are three checkboxes: 'Include Adjustment Period(s)', 'Include Resource Category & Sub Category', and 'Excel Template'. The 'Excel Template' checkbox is checked and highlighted with a red box, with a red '1' next to it.

Run Control ID rpt_8860		Report Manager	Process Monitor
*Business Unit	8860		
*Exp/Rev Ledger Group	CC_DETAIL	Budget Ledger Group	CC_APPROP
*Fiscal Year	2017	*To Period	9
<input type="checkbox"/> Include Adjustment Period(s)	<input type="checkbox"/> Include Pre-Encumbrance		
<input type="checkbox"/> Include Resource Category & Sub Category	<input checked="" type="checkbox"/> Excel Template 1		

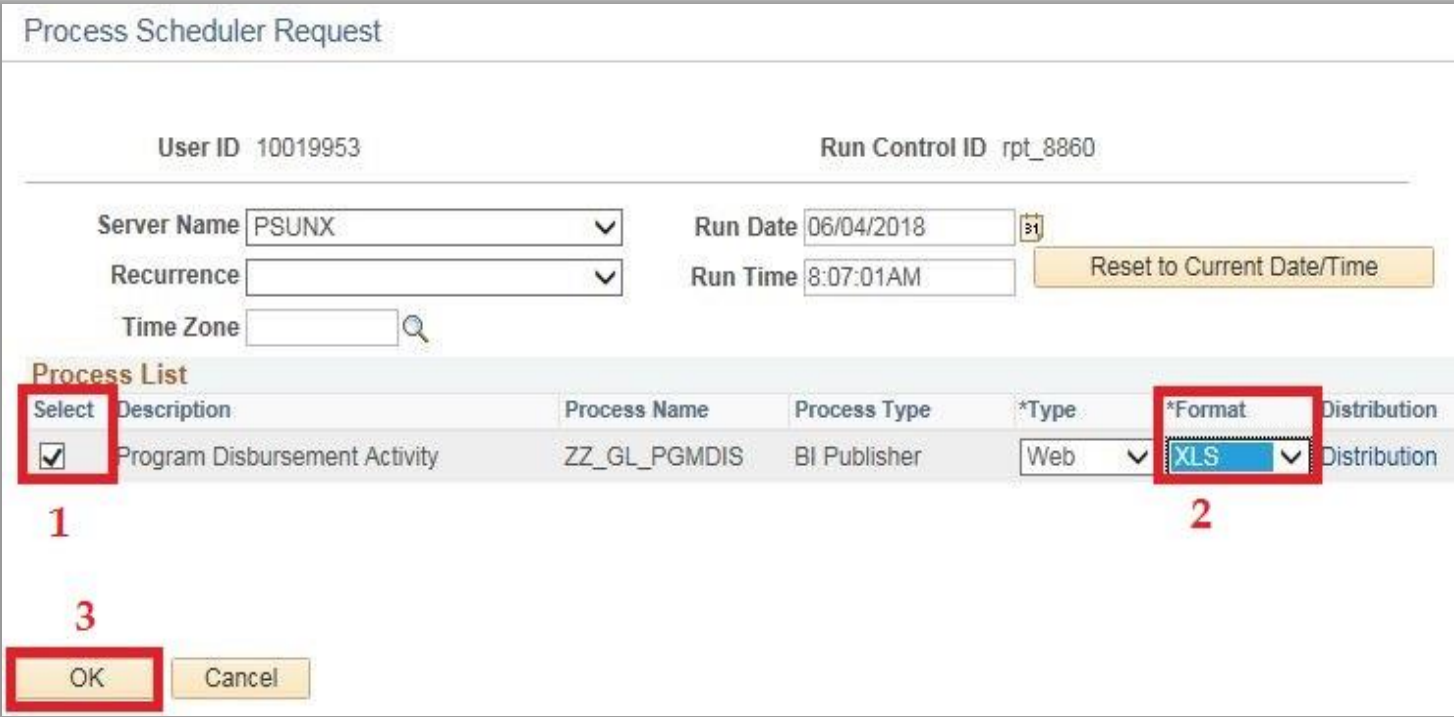
Step 1: Select the following optional field:

- 2) A warning message will indicate that the *Excel Template* will not include Pre-Encumbrance, Resource, Category, Sub Category, or Group By selections. Click **OK** to proceed.



Step 2: Select the format output in *Process Scheduler Request*:

- 1) Select the Program Disbursement Activity **check box** on the **Process List**.
- 2) Change the **Format** from PDF to **XLS** for Excel format.
- 3) Click **OK**.



Process Scheduler Request

User ID 10019953 Run Control ID rpt_8860

Server Name PSUNX Run Date 06/04/2018
Recurrence Recurrence Run Time 8:07:01AM
Time Zone Time Zone

Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Program Disbursement Activity	ZZ_GL_PGMDIS	BI Publisher	Web	XLS	Distribution

OK Cancel

Step 3: The Program Disbursement Activity Report will appear in Excel format.

Business Unit	Budget Ledger	Fiscal Year	Budget Period	Fund	ENT	Approp Ref	Program	Program Description	Rptg Structure	Rptg Structure Description	Account	Account Description	Alt Account	Budget Amount	Current Month	Year-to-Date	Prior Years	Encumbrance	Pro Encumbran	Available Balance
0060	CC_APR_BUD	2017	2015	0001	2015	001	9999	Clearing Account	00609200	Information Technology Contr	4170410	Capital Asset Trade In Proceed	0000000000	0.00	0.00	0.00	0.00	0.00	35,000.00	0.00
0060	CC_APR_BUD	2017	2013	0001	2012	001	9999	Clearing Account			50	Appropriated Expenses		-2,954,859.59	0.00	0.00	0.00	0.00	0.00	-2,954,859.59
0060	CC_APR_BUD	2017	2014	0001	2014	001	9999	Clearing Account	00606300	OSAE	5100000	Earnings - Perm Civil Soc Empl	5100000000	0.00	0.00	0.00	-8,262,428.30	0.00	0.00	8,262,428.30
0060	CC_APR_BUD	2017	2014	0001	2014	001	9999	Clearing Account	00605000	Research and Analysis	5100000	Earnings - Perm Civil Soc Empl	5100000000	0.00	0.00	0.00	-294,682.23	0.00	0.00	294,682.23
0060	CC_APR_BUD	2017	2016	0001	2016	001	9999	Clearing Account	00600300	Legal Office	5100000	Earnings - Perm Civil Soc Empl	5100000000	0.00	0.00	0.00	-218,039.00	0.00	0.00	218,039.00
0060	CC_APR_BUD	2017	2016	0001	2016	001	9999	Clearing Account	00601500	Employee Comp/Gov Opr	5100000	Earnings - Perm Civil Soc Empl	5100000000	0.00	0.00	0.00	-49,013.00	0.00	0.00	49,013.00

Report Detail Description

- Subtotals for **Account Level** (e.g. 51 Personal Services, 53 Operating Expense & Equipment) in detail reports.
- **Account Description** shows account name if there is no alternate account value. If **ALT account** value is used, account description shows ALT account name.
- **Budget Amount** comes from the Budget Ledger Group selected.
- **Current Month, Year-To-Date, Prior Years, Encumbrance** values flow from the Exp/Rev Ledger Groups selected.
- **PCT** is the percentage of budget spending authority remaining.